

This report will be made
Public on 19 May 2023

Hythe Town Council

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Report number **F&GP/23/01**

To Hythe Town Council
Date **03 May 2023**
Status **Non Exempt**
Responsible officer **Town Clerk**

Subject **BUDGET MONITORING REPORT F&GP/23/01**

SUMMARY: This report gives March's budget monitoring information, includes the bank reconciliation for March and recommends that the Chairman of the Committee signs the bank statements in accordance with best practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because;-

- a) The Council is committed to control and manage its financial affairs in accordance with The National Association of Local Councils (NALC) guidelines.

RECOMMENDATIONS:

- 1. To receive and note the report F&GP/23/01.**
- 2. To authorise the Chairman of the Committee to sign the bank reconciliation detailed in the report.**

INTRODUCTION

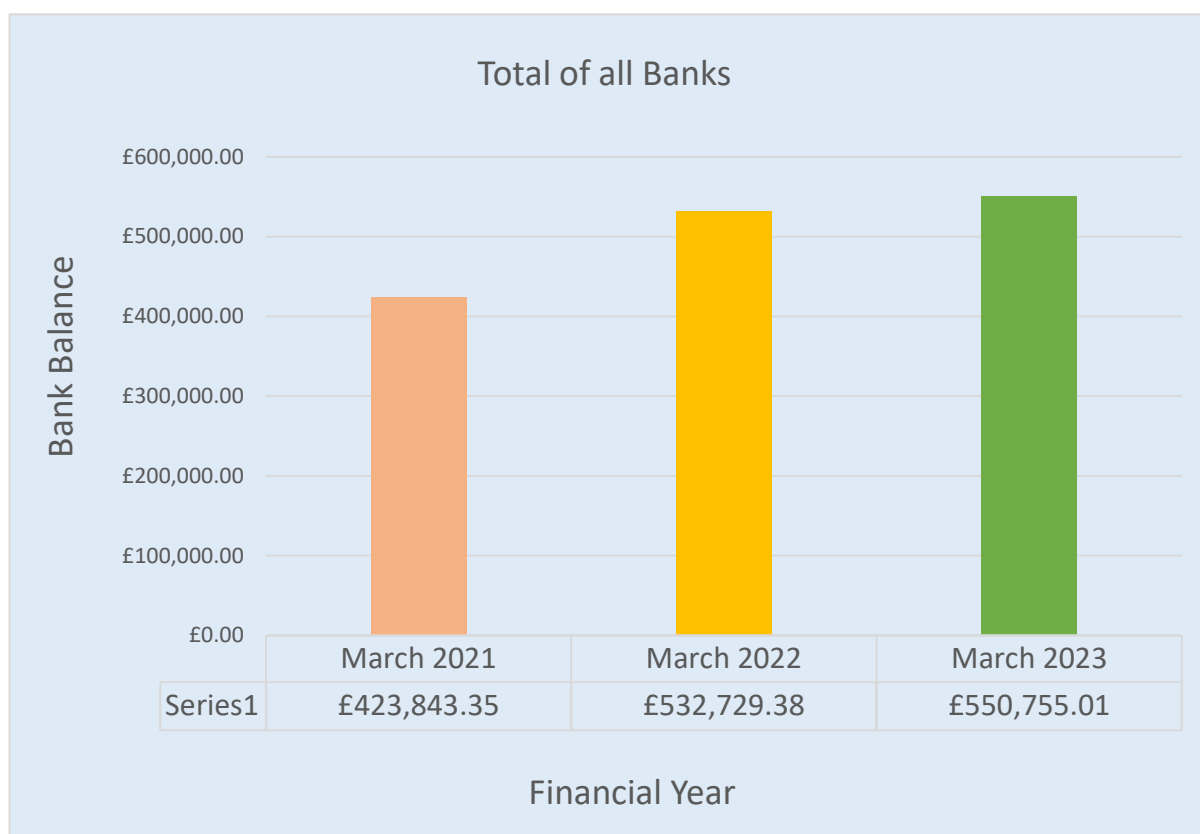
Hythe Town Council is now in the last quarter of the financial year's accounts. During this time, officers have ensured that most Council funds are protected by the FSCS scheme, receiving additional bank interest from savings accounts and have sufficient funds readily available. The income is on target to achieving the income budget for the year, whilst carefully monitoring the expenditure budget with the costs incurred.

Banking;

Total of all HTC bank accounts and cash held as it stands is at £550,755. £18,025 more than March 2022, with £517,569 held in reserves for allocated purposes.

HTC have received a total of £69,665 of Community Infrastructure Levy funds and have spent a total of £27,121 for the installation of the wooden play sculptures at the Green, new playground equipment at Horn Street Recreation Ground and the skate park shelter.

The table below shows a three-year comparison of the total bank balances in March.



Income;

The income received from assets shows a total of £82,000. So far our biggest asset income, other than allotments and property rents, is from Pavilion function room revenue total of £17,718 at 108.70% achieving more than the income budget of £16,301. Sports bookings has also shown impressive growth with an income of £8,390, achieving 97% of the budgeted target.

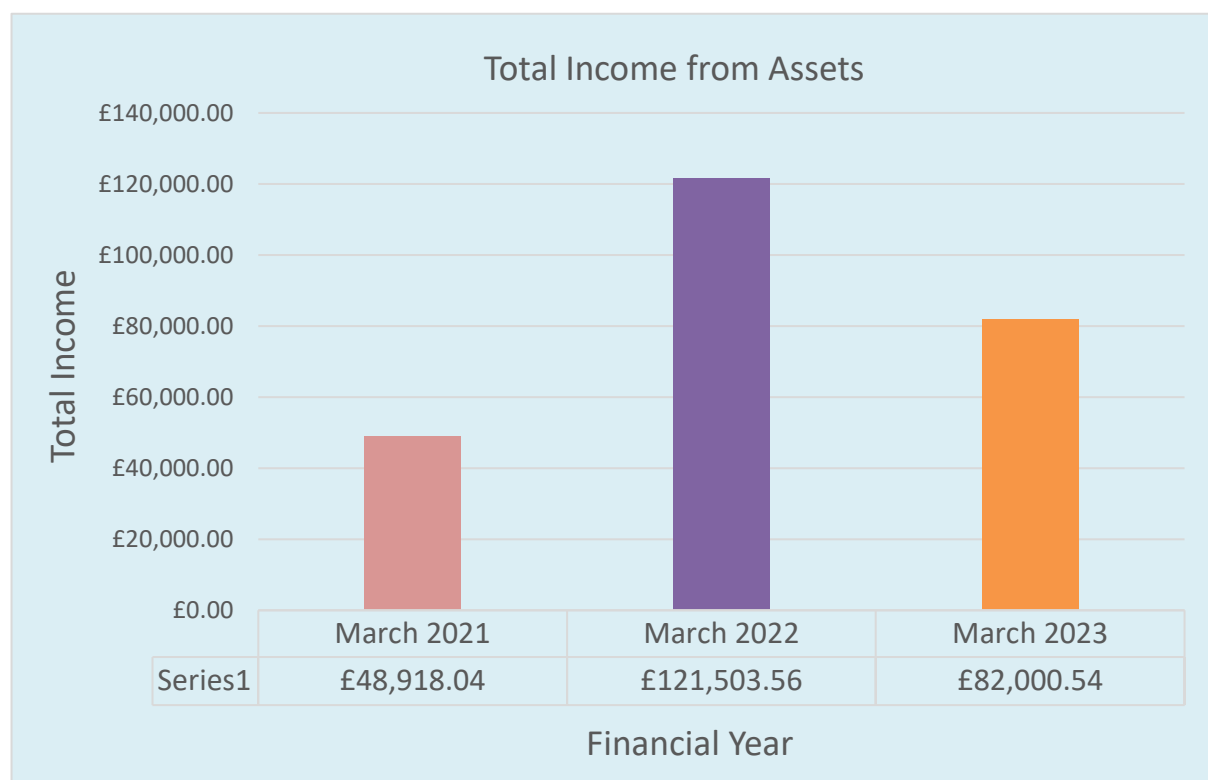
The Council has received an incredible amount of bank interest from the savings accounts total sum of £3,095 and currently at an outstanding 515.94% achieving five

times more than the budgeted income. This is due to the opening of additional savings accounts and the increase of interest rates.

The Caretaker charge shows a negative income of £552, this is from the cost of the caretaker opening and closing the Town Hall, Sports Pavilion for free event use.

The only budget hugely under collected is the wedding income which was restricted by KCC Registrars. The Registrars had many bookings after the pandemic that they had imposed a restriction. Year 2023/24 is envisaged to show a higher income with a large marketing plan in place from April 2023.

The graph below shows a three year comparison of income received from assets in March.



March 2022 had £39,503 more than March 2023, this is mostly due to the Portland Road Car Park general rates rebate of £41,320. Most of the income codes this year received more than last year, the difference is due to the posting of income received for the Christmas Lights Community Donation 2021 total of £8,120 posted to Income Budget Report. The Christmas donations received this year was posted to Grants Monies Donated by HTC on the Expenditure Budget Report to reduce the HTC Christmas Lights expenditure.

Expenditure;

The budget agreed expenditure figure stands at £500,544 with £481,547 costs incurred to date, equivalent to 96.20% use of the total budget to date.

Community Infrastructure Levy funds were used to the install Skate park shelter concrete base £4,531. Following this, the skate park shelter supply and installation total cost of £9,258 allocated to Skate Park Repairs budget cost code.

Significant expenditure costs incurred this year are from the Sports Pavilion redecoration cost of £5,829, new play equipment at Horn Street Recreation Ground cost of £19,243 and grant given towards Hythe Venetian Fete £5,000.

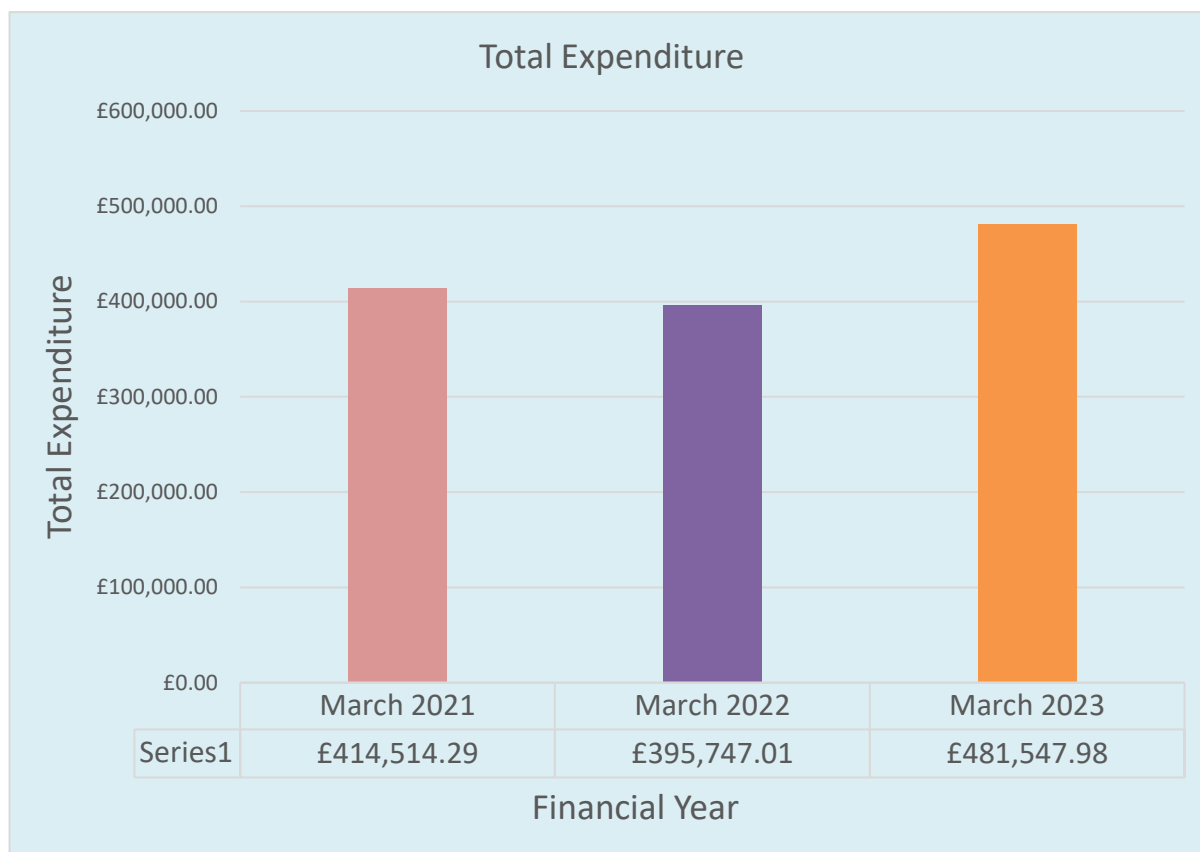
There has also been many Civic events this year including Mayor Making, Civic Fun Day, Armed Forces Day, Remembrance Sunday and Speakership Day. Previously budgeted costs did not cover the Civic engagements to supply for the quantity needed for food and refreshments. Civic Entertainment costs is currently over by £881 equivalent to 35.27% over budget. The Civic Entertainment breakdown is: Mayor Making £347, Speakership Day £553, Armed Forces Day £565, Civic Fun Day £965, Remembrance Sunday £691 and Standing Joint Committee £259.

Premises expenses has gone over the budget mostly from the purchase of hand paper towels for Oaklands, Town Hall and Pavilion. With more regular customers hiring the Pavilion and events at the Town Hall, the more paper towels and toilet rolls are needed. Hand towels and toilet rolls take up £623 of the budget.

Subscriptions costs is higher than anticipated by £3,784 partly due to the annual music licence fee for the Sports Pavilion of £1,465 not accounted when creating the new budget.

Grounds maintenance costs for the year has reached over the budget by £6,489. This is mainly due to the last payment of grounds maintenance contract in year 2021/22 was settled for in the year 2022/23 total of £6,245.

The graph below shows a three year comparison of the total expenditure in March.



With the end of the financial year 2022/23, the remaining budget stands at 3.80%, there has been many expenditures incurred due to the project installations and rising costs.

SUMMARY

The Council's bank accounts and reserves remain at a healthy balance. The Town Clerk will continue to monitor expenditure in the next financial year 2023-24.

RISK MANAGEMENT

A summary of the perceived risk follows;

Perceived Risk Council does not set a robust budget.

Risk High

Likelihood Low

Preventative Action Town Clerk and Responsible Financial Officer to draw up and monitor performance against the budget.

CONTACT OFFICER

If you have any queries about this report, please contact The Town Clerk and the Responsible Financial Officer of the Council.

Tel: 01303 266152 or email clerk@hythe-tc.gov.uk prior to the meeting.